

PENSION

UPDATE

A NEWSLETTER FOR EMPLOYERS

SUMMER 1992



WE'RE IMPROVING OUR SERVICE TO YOU

Employer Services has grown since our last newsletter.

As we are continuing to establish one point of contact for the various reporting areas, we have created a data administration team as part of our department. This new team joins the historical reports, current reports and LTIP teams.

NEW ORGANIZATIONAL CHART

To help you keep track of these changes, we have revised the organizational chart. We sent a revised chart to you in July.

DATA ADMINISTRATION



This team, led by supervisor Gloria Taylor, is responsible for looking into any discrepancies with mem-

bers' data (information). In the past, client services representatives may have called you directly to clarify data discrepancies regarding a particular member's file.

The data administration team will also advise you immediately if there are any changes in the required contributions. With the centralization of the data administration function, we have now finalized one point of contact for you in Employer Services.

NEW DIRECT TELEPHONE NUMBERS

To further improve our service to you, all employer services representatives' telephone numbers have been changed so you can now reach us directly without having to go through our main switchboard.

All numbers begin with 730 and are followed by a four-digit extension number. If you are using our toll free number, simply tell the



Angela Haier

operator the last four digits of the telephone number and you will be connected with the appropriate employer

services representative.

If you would like additional copies of the revised organizational chart, or need additional assistance, please feel free to contact Kathleen, the supervisor of Employer Services, Angela, the manager of Client Services Administration, or any of the employer services representatives. ■



Kathleen Riddell

Gloria Taylor



LTIP UPDATE

CLARIFICATION

Changes made to the definition of pre-long term income protection (LTIP) salary in September 1991 have caused some confusion regarding the salary on which contributions are based for LTIP members. We have reinterpreted the definition and hope the following information clarifies the procedure.

PRE-LTIP SALARY

Pre-LTIP salary is defined as "the salary the member would have earned if the member had worked throughout the school year in which the member began receiving LTIP benefits". This definition applies only to members who began receiving LTIP benefits on or after September 1, 1991.

BASE SALARY

The member's base salary is the salary on which the insurance carrier is paying contributions.

LTIP AFTER SEPTEMBER 1991

For members who began receiving LTIP benefits on or after September 1, 1991, please base your contributions on the higher of the member's pre-LTIP or base salary.

Example 1 (a)

LTIP start date	October 1, 1991
Pre-LTIP Salary	\$50,000
Base Salary	\$52,000
You base contributions on	\$52,000.

Example 1 (b)

LTIP start date	October 1, 1991
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Pre-LTIP Salary	\$52,000
Base Salary	\$50,000
You base contributions on	\$52,000.

LTIP BEFORE SEPTEMBER 1991

If members began receiving LTIP benefits before September 1, 1991, they are not affected by the new definition. Please continue to calculate the contributions for these members on their base salary.

Example 2 (a)

LTIP start date	May 1, 1989
Pre-LTIP Salary	\$50,000
Base Salary	\$52,000
You base contributions on	\$52,000.

Example 2 (b)

LTIP start date	May 1, 1989
Pre-LTIP Salary	\$52,000
Base Salary	\$50,000
You base contributions on	\$50,000.

TRIAL RUN

As we told you last fall, we are changing from annual to monthly reporting for members receiving LTIP benefits.

There are presently 116 employers with close to 2,000 members receiving LTIP benefits. On May 20, we sent those of you with LTIP members a package to "test" our new procedure. This report included the expected contributions from January 1, 1992 to April 30, 1992. If you haven't returned this report yet, please do so and indicate any corrections.

REMINDER AND THANKS

As this is an on-going procedure, please continue to complete the LTIP information request forms for each new LTIP member and send them to us. And thanks again for your continuing assistance with this new procedure.

If you have any questions concerning LTIP while this new procedure is under review, please feel free to contact Janet Fletcher at 730-5086 or Maria Campea at 730-5087. ■

PENSION CONTACT UPDATE

As we told you in our last issue of *Pension Update*, we are cleaning up the mailing list we use to send information to you.

We wish to thank you for your co-operation and assistance with this project. We are currently putting together all of the information and will use our new and improved mailing list in the upcoming school year.

UPDATES/CHANGES

If at any time you would like to add people to our mailing list, change the number of copies you receive or the job title to which the information is sent, please contact an employer services representative and we will revise the mailing list.

TEACHING AFTER RETIREMENT

Just a few more things to help you deal with pensioners who teach after retirement.

NEW NOTIFICATION PROCEDURE

We have developed a teaching after retirement form for pensioners to complete when they return



to teaching. This form is included in the brochure sent to members when they retire and is designed to help us keep track of the number of days they teach.

If a pensioner decides to return to teaching, they should:

- estimate the number of days they expect to teach in that school year to determine whether or not they will exceed the 95-day or 20-day limit,
 - complete the appropriate section on the new teaching after retirement form, and
 - return the completed form to us.
- Please remind pensioners that

if they taught for any number of days in each of the last three school years, they will only be able to teach for 20 days in the upcoming school year (1992/93) without affecting their pension.

FACULTIES OF EDUCATION AND CAATs

We would like to clarify the teaching after retirement rules for pensioners who have taught or plan to teach at a Faculty of Education or College of Applied Arts and Technology (CAAT).

- If a pensioner didn't retire from a Faculty of Education or CAAT and decides to teach at any one of them, there are *no restrictions* on the number of days they can teach.
- If they did retire from a Faculty of Education or CAAT, they must wait *one full school year after retirement* before returning to a similar organization or the re-employment rules will apply.

NEW BROCHURE

We have revised the teaching after retirement brochure. The revised brochure looks the same on the outside but contains updated information and the new notification procedure.

If you have any outdated copies of the brochure, please *throw them out* and replace them with the brochure dated 03/92 – we have included a few copies with this newsletter. To obtain additional copies, please contact an employer services representative. ■

IMPROVING ENROLMENT

Each fall we send you a list of members who have not sent in an enrolment form but have contributed to the plan in the previous reporting year.

Many of you have commented on the amount of time it takes to contact these members and send them a copy of our enrolment booklet, *You and Your Pension Plan*. To avoid this extra work, we would like to suggest the following alternative.

If you send us a tape containing the names, addresses, SINs and birthdates of *all* members who contribute to the plan, we can contact all unenrolled members and follow up on their enrolment information.

This alternative means you will not have to contact unenrolled members. In addition, it will enable us to keep up-to-date addresses so we won't need to contact members through you in the future.

If you plan to send us a tape, please call Kathleen Riddell for the proper file format.

THANKS!

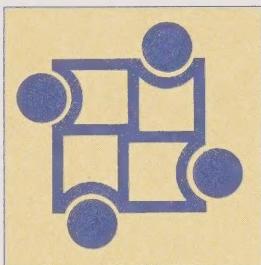
This year, we processed all of your members' annual earnings reports by August. This is the earliest we've ever completed processing.

Thanks again for sending us your reports on time. Since the information you send is used to prepare annual statements, it is important for us to receive and process your reports as quickly as we can.

MORE ON PARTNERSHIP

With the Ontario Teachers' Federation and Ministry of Education now acting as equal sponsors for the Teachers' Pension Plan, it is important to clear up any confusion about how the plan is managed.

To help you better understand the roles of the partners, the board of directors and the pension board, the accompanying chart outlines the composition and responsibilities of each group.



Who	Composition	Responsibilities
Partners	<ul style="list-style-type: none"> Ontario Teachers' Federation (OTF) Ministry of Education 	<ul style="list-style-type: none"> develop new policy and make changes to the plan and partnership agreement determine the contribution rate and funding levels appoint the Board of Directors
Board of Directors	<ul style="list-style-type: none"> Four appointed by OTF Four appointed by Ministry One neutral Chairperson 	<ul style="list-style-type: none"> set overall policy fiduciary – act in best interest of members
Pension Board	<ul style="list-style-type: none"> Chief Executive Officer 250 staff 	<ul style="list-style-type: none"> provide service to clients – administer plan and pay pensions invest contributions



MAILING UPDATE

For your information, we've sent the following material to employers, members and pensioners over the past few months.

TO WHOM?	WHAT?	WHEN?
Employers	<i>Video Planning for Your Future (E)</i> <i>Bulletin 92-01-Plan Changes</i> <i>Video Planning for Your Future (F)</i> <i>LTIP Monthly Reporting</i> <i>Bulletin 92-02-Pregnancy/Parental Changes</i> <i>Bulletin 92-03-Occasional Teaching</i> <i>Bulletin 92-04-Deferred/Reduced Leaves</i> <i>Employer Services' Organizational Chart</i>	March May May May July July July July
Members	<i>Exchange (Spring 1992, Volume 8)</i> <i>Highlights of 1991 Annual Report</i>	April May
Pensioners	<i>Highlights of 1991 Annual Report</i>	May

If you require copies of any of the above information, please contact an employer services representative.

HOW TO KEEP IN TOUCH

HOURS

Monday to Friday
8:00 a.m. to 5:30 p.m.

TELEPHONE NUMBERS

Metropolitan Toronto:
Direct numbers—Organizational Chart
Toll-free (all area codes):
1-800-668-0105 (Ask for extension number from Organizational Chart)

FAX MACHINE

Employer Services' fax number:
(416) 730-5362

ADDRESS

Employer Services
Teachers' Pension Plan Board
5650 Yonge Street, Suite 300
North York, Ontario M2M 4H5